

# **Salmon Enhancement and Habitat Advisory Board**



## **Terms of REFERENCE**



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## **I. GUIDING STATEMENTS**

The Oceans, Habitat and Enhancement Branch (OHEB) of Fisheries and Oceans Canada (Pacific Region) funds and supports the Salmon Enhancement and Habitat Advisory Board (SEHAB) as its "voice of the volunteer community".

The following statements capture the vision and mandate of the Department (DFO), the relevant Branch (OHEB), and of SEHAB:

### **Fisheries and Oceans Canada (DFO) Vision**

Safe, healthy, productive waters and aquatic ecosystems, for the benefit of present and future generations, by maintaining the highest possible standards of: Service to Canadians, Marine Safety and Environmental Protection, Scientific Excellence, Conservation, and Sustainable Resource Use (From DFO website July 2004).

### **DFO Mandate**

Fisheries and Oceans Canada is responsible: for policies and programs in support of Canada's economic, ecological and scientific interests in oceans and inland waters; for the conservation and sustainable utilization of Canada's fisheries resources in marine and inland waters; for leading and facilitating federal policies and program on oceans; and for safe effective and environmentally sound marine services responsive to the needs of Canadians in a global economy (From DFO website July 2004).

### **OHEB Mandate**

- The protection and restoration of fish habitat
- Salmonid Enhancement Programs (SEP)
- Integrated resource management planning
- Stewardship and community involvement programs
- School programs
- Oceans programs

**SEHAB Vision**

Pacific Region Communities living sustainably within the natural limitations of healthy ecosystems supporting abundant and biologically diverse Pacific Salmonids.

**SEHAB Mission Statement (SEHAB C.A.R.E.S.)**

The Salmonid Enhancement and Habitat Advisory Board is the voice of the volunteer community dedicated to:

Communicating

Advocating

Representing

Educating and

Supporting its endeavours.

SEHAB and the community have a shared commitment of ensuring functioning ecosystems supporting viable, genetically diverse and abundant indigenous fish populations.

## II. EMPOWERMENTS AND LIMITATIONS

In consultation with SEHAB, the Department has determined the Board's characteristics. These characteristics empower the Board to fulfill its mandate and limit its focus to that of an advisory body.

### A. Scope

1. Geographic - *DFO Pacific Region, BC and Yukon*

2. Area of Influence

- (a) Minister of Fisheries and Oceans
- (b) Fisheries and Oceans, Pacific Region
- (c) Pacific Region of Oceans, Habitat and Enhancement Branch and its programs
- (d) First Nation Governments
- (e) Province of British Columbia
- (f) Yukon Territory
- (g) Regional and local governments
- (h) Aquatic stewardship, salmonid enhancement and habitat volunteer communities, and Programs, policies and activities that SEHAB supports, including but not limited to
  - i.) The volunteer community involved in aquatic stewardship and salmonid enhancement;
  - ii.) The protection, conservation, assessment and sustainable management of fish and fish habitat including marine, freshwater, riparian and upland areas;
  - iii.) Scientific research, local knowledge, educational resource sharing and the enabling of it to be freely accessed and shared across agencies, Departments and with the community, and
  - iv.) The timely and meaningful consultation between the Department or Ministry and the Enhancement and aquatic stewardship volunteer communities regarding policy development and implementation processes of the above.

## **B. Function Statements**

The Board's primary responsibilities, and those of each Board member, are to ensure that SEHAB's actions

1. Are encompassed by the vision/mission and serve its function, within its scope;
2. Will be accomplished by communicating, advocating, representing, educating and supporting the volunteer communities, and facilitate and function as a conduit between the volunteer community, Fisheries and Oceans Canada, and the Province of British Columbia, and
3. Ensure that the organization has the financial resources required to meet its mission and that those resources are managed responsibly. Each member is responsible to ensure that SEHAB is managed in a financially sound, responsible manner. The success of SEHAB is dependent on its ability to obtain and manage the funds it requires to carry out its business of serving its community.

More specifically, SEHAB roles are:

- To inform, engage and advise Fisheries and Oceans, Pacific Regional Directors and Provincial representatives on matters affecting the aquatic stewardship and enhancement volunteer community activities;
- To inform, engage and make formal recommendations to the Minister of Fisheries and Oceans and Provincial representatives, on matters affecting volunteer community activities;
- To assist in the dissemination of information to the enhancement and aquatic volunteer communities on matters affecting their activities;
- In conjunction with Community Advisors, to recommend SEHAB representatives from the dedicated volunteer community or other directly related volunteer communities as identified in SEHAB's Governance documents;
- To **C**ommunicate, **A**dvocate, **R**epresent, **E**ducate and **S**upport the volunteer salmon enhancement and aquatic stewardship community, and to share and exchange information and knowledge between and within these communities (CARES);
- To support the programs associated with Community Advisors, and
- To support the biennial Community Workshops and education and volunteer recognition processes.

To ensure that SEHAB's goals and budget are compatible, Board members shall develop policies and monitor finances in three basic areas:

- Approval and development of an annual work plan and budget;
- Development and implementation of financial controls and procedures, and
- Transparent, timely and accurate financial record-keeping and reporting systems.

### **C. Reporting Responsibilities**

1. *DFO shall* respond to recommendations of SEHAB in a timely manner, explaining how recommendations were incorporated into the decision-making process and, if applicable, the reason(s) why recommendations were not adopted or followed and how that advice might be changed to become acceptable. DFO will ensure that senior managers and other staff that are linked to these processes are kept informed of the activities of SEHAB.
2. *SEHAB shall*
  - (a) Report to the Department through the responsible Oceans, Habitat and Enhancement Regional Director (RD/OHEB) (i.e. advisory group report to the RD, through the responsible Manager- Stewardship and Community Involvement, Regional HQ Chief);
  - (b) Provide an annual advisory report to the responsible OHEB Director, and
  - (c) Communicate, advocate, represent, educate and support the volunteer community, and to share and exchange information and knowledge between and within these communities (CARES).

### **D. Monitoring and Evaluation**

Fisheries and Oceans Canada, on a biannual basis, will assess SEHAB's efficiency, effectiveness and compliance to the Board's own mandate and principles.

### **III. APPENDIX – STATEMENT OF WORK, SECRETARIAT**

#### **SEHAB/DFO Contract F1528 – 041701**

#### **Statement of Work 2004/05**

##### **A. Purpose**

Under the terms of this contract, the SALMONID ENHANCEMENT AND HABITAT ADVISORY BOARD (SEHAB) is required to perform services under an agreed upon terms of reference with the Department of Fisheries and Oceans. A new terms of reference is being finalized for Departmental approval by the end of April 2004.

The new terms of reference (TOR) will include vision, mission, scope, function statements, membership, appointments, term, roles and responsibilities, operating procedures and reporting. The following are the key objective statements for SEHAB from the latest draft of the TOR:

- To inform, engage and advise Fisheries and Oceans, Pacific Regional Directors and Provincial representatives on matters affecting the aquatic stewardship and enhancement volunteer community activities;
- To inform, engage and make formal recommendations to the Minister of Fisheries and Oceans and Provincial representatives, on matters affecting the aquatic stewardship and enhancement volunteer community activities
- To assist in the dissemination of information to the enhancement and aquatic volunteer communities on matters affecting their activities;
- In conjunction with the Community Advisors, recommend SEHAB representatives (target of one rep from each CA area) from the dedicated volunteer community or other directly related volunteer communities as identified in SEHAB's governance documents;
- To communicate, advocate, represent, educate and support the aquatic stewardship and enhancement volunteer community, and to share and exchange information and knowledge between and within these communities (CARES);
- To support the programs associated with Community Advisors, and
- To support the biennial Community Workshops and education and volunteer recognition processes.

## B. Basis of Payment

Estimates:

|   |                   |
|---|-------------------|
| Meeting/Accommodation                             | \$10,000.00       |
| Travel Expenses/Meals                             | \$11,000.00       |
| Administration Services (see below)               | \$3,500.00        |
| Communications (websites, brochures)              | \$2,000.00        |
| Telephone Expenses                                | \$1,000.00        |
| Office supplies (Copies, Postage, Couriers, etc.) | \$500.00          |
| Workshops and Training                            | <u>\$2,000.00</u> |
| TOTAL   | \$30,000.00       |

## C. Method of Payment/Claim Procedures:

- Advance on receipt of signed contract – \$ 7,000.00.
- Advance of \$7,000 will be deducted from claim 1 for \$3,500 and claim 2 for \$3,500.
- SEHAB will invoice the Department after each full group meeting (July 31, Nov 31, March 31).
- Payments will be made upon receipt of invoice and addressed to the Project Authority.

## D. Administrative Services

The Secretariat, according to DFO Contract # F1528 - 041701, shall

1. Provide administrative services including records, phones and information reference materials
2. Arrange for meeting rooms, meals, hospitality and accommodation logistics for
  - (a) 3 full group sessions of 2-1/2 days duration in Lower Mainland (Friday evening to Sunday afternoon) and the option of 1 of them being a field trip session somewhere in BC;
  - (b) Maximum of 4 committee sessions (6 members per session for 1 day);
  - (c) Maximum of 4 executive group sessions (3 members per session for 1 day);
  - (d) Each full group sessions will include refreshments and name plates at the table for each member and guest.

- 3.** Record and distribute minutes for each full group session. Distribute minutes from sub-group sessions;
- 4.** Prepare (in concert with the appropriate executives) agenda and distribute meeting notices as appropriate;
- 5.** Handle and respond to phone and queries;
- 6.** Collect, collate and distribute appropriate information or reference material;
- 7.** Arrange for guest speakers to make presentations as appropriate;
- 8.** Meet and discuss on behalf of the SEHAB, with whomever their membership may deem necessary in order to brief such groups on upcoming events, concerns, policy developments, etc. pertinent to SEHAB concerns;
- 9.** Receive and pay all invoices and provide a copy of all invoices and bank statements to SEHAB Finance Committee Chair;
- 10.** Submit claims for payment to the Department on a timely basis and retain all original invoices for audit purposes, and
- 11.** Provide banking duties for SEHAB bank account (e.g. Deposits and cheque book maintenance).





*Communication*

*Advocacy*

*Representation*

*Education*

*Support*

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